

TESTING SEASON CHECKLIST

A complete guide to your MAP testing season.

This guide will help you track the steps necessary to ensure a smooth implementation of the MAP system. It's important that the entire MAP Team understand these steps and be involved in the test preparation.

1. Determine Testing Window Dates

Work with district staff to determine the dates of your testing window. In order to monitor growth of students across time, a testing window of no more than three weeks is recommended. For accurate comparison of growth data, your test window should be consistent from year to year. Also keep in mind that you will need to submit your district's Class Roster File two weeks (14 days) prior to the start date of your testing window.

2. Create your Testing Schedule

Once you have set up your testing window, create a testing schedule for each school, and share the schedules with all staff. Remember to include time for make-up tests for students who were absent on the day of testing.

Only one group of students should be scheduled in each lab the first day of the testing window. This gives proctors the opportunity to test the systems and procedures to make sure everything is working properly.

3. Ensure Staff Receives MAP Training

Teachers, proctors, and school administrators who are either new to MAP testing or who need a refresher can visit the Professional Development section of the NWEA web site to take advantage of the self-paced online tutorials, to learn more about the NWEA Knowledge Academy, or view the Regional Training Calendar for upcoming workshops in your area. In addition to the Professional Development training offerings, be sure your staff has access to the NWEA Training School sample environment.

How to take a sample test

NWEA has a training package called the NWEA Training School that districts can set up as a local training environment. Use the Training School to show teachers and proctors how to administer tests, and to provide your staff or school board members with a test-taking experience without the risk of affecting actual student data. The NWEA Training School can be set up by a member of your district MAP Team. If you are a MAP Team member and need information about installing the NWEA Training School, contact Technical Support at 1-877-469-3287.

4. Establish or Review Procedures and Communication Plans

Before each testing season, it's a good idea to review your school and district testing procedures. Items to consider include the following:

- Does all staff have appropriate network permissions and software to administer tests, add or modify student testing accounts, or access online reports?
- Who will be responsible for uploading test results to NWEA each day?
- What is the process for submitting Problem Item Reports to NWEA?
- What is the process for submitting and tracking Data Repair Requests (DRRs)?
- Who should proctors talk to for help with technical troubleshooting?
- Do you have a plan for communicating with parents and students, providing testing status information to staff, or collecting feedback from staff on established procedures?

5. Verify Reception of NWEA Email

As you prepare for your first testing season, it's important to make sure that you're able to continually receive relevant information from NWEA. NWEA sends informational emails to share pertinent, time-sensitive information related to administering NWEA products and services. In addition, informational notices about new products, services, and resources as well as relevant assessment subjects may be shared. Take the following steps to ensure your MAP personnel receive the appropriate communications from NWEA.

How to verify NWEA email delivery

Bulk email filters often prevent legitimate email from getting through. To ensure that you continue to receive timely and relevant updates from NWEA, work with your local system administrator to be certain that the following email addresses are explicitly permitted within your email framework:

- information@nwea.org
- promotion@nwea.org (optional)

See NWEA's privacy policy for additional information.

6. Enroll Students Using the Class Roster File

The NWEA Class Roster File (CRF) is the file your district submits to NWEA that specifies which students you will be testing as well as the reporting groupings necessary for reports. The validity of your reports depends upon the quality of the data you begin with.

CRFs require two weeks for processing time, so be sure to submit your district's CRF at least 14 days before you plan to begin your testing window.

NWEA Class Roster File Template can be found here: <http://www.nwea.org/support/article/923>.

Training: Enrolling for a Test Term

Creating an error-free Class Roster File (CRF) and Special Programs File (SPF) is one of the most important steps in preparing to administer Measures of Academic Progress (MAP). This self-paced CRF/SPF tutorial explains the key components of these files. Access it here: <http://www.nwea.org/support/course/enrolling-test-term>.

How to identify students taking NWEA Paper-Pencil assessments in your Class Roster File

If your district is administering NWEA Paper-Pencil tests, please pay close attention to the Class Subject Name field (Column O) in the Class Roster File (CRF). This field serves two purposes:

- It identifies the subject in which the student will take a paper-pencil test.
- It associates the student to the teacher or individual that will administer the test.

It is important to include only one teacher for each subject per student. There are unique Paper-Pencil subject codes that need to be used to identify the test subjects that will be administered to a student; these codes are found in the Class Roster File template.

After your CRF has been processed, pre-printed answer sheets will be sent to the district along with summary information to facilitate the routing of sheets to the appropriate teachers.

Please note: correct printing, distribution, organization, and scoring of answer sheets depends on the proper association of Class Subject Name to the teacher that will administer the test. Failure to associate a test subject to the correct teacher can delay CRF processing, student testing, and acquisition of online and ordered reports.

How to submit your Class Roster File (CRF) and Special Program File (SPF) for enrollment

Follow these steps to submit your Class Roster File (CRF) and Special Program File (SPF) for enrollment:

- Log onto the NWEA Reports Site (<https://reports.nwea.org/Login.aspx>) and click the Upload Roster link from the left-hand navigation menu.
- Select the School or District Name and the Roster Term, and then click the Add Files button.
- In the Add File window, browse to the CRF and SPF (optional), and then click the Open button to add the files.
- Click the Start Upload button to submit your files to NWEA.

Please note: the SPF is an optional file; however, if your district is submitting an SPF, it must be submitted at the same time as the CRF.

Can I expedite the processing of my Class Roster File?

NWEA makes every effort to process your Class Roster File (CRF) and Special Programs File (SPF) as quickly as possible; however, due to the high volume of CRFs and SPFs we receive during certain times of the year, we cannot guarantee that your files will be processed in less than two weeks (14 days) from the date received.

NWEA is unable to prioritize or expedite the processing of CRFs and SPFs. In order to provide the same level of support to all our member districts, CRFs and SPFs are processed in the order in which they are received. There are steps you can take, though, to ensure your district's files can be processed as efficiently as possible:

- **Verify that your CRF and SPF files adhere to the specifications outlined in the CRF and SPF templates.** The CRF must have 25 columns (A-Y), and the SPF must have 6 columns (A-F). Check that data is provided for all required fields.
- **Ensure all CRF data is on one tab of one Excel or text file.** If your district has multiple CRF data files, the data should be combined into one file, if possible, to ensure your district's data is processed according to your intentions. Be aware that a file received for a school will replace any previous CRF and SPF submissions received that term for that school. If your district is in the habit of submitting multiple CRFs in short succession, we recommend that the files be held and batched together so that one set of files does not accidentally replace another.

- When you submit your CRF and SPF on the Upload Roster page of the Reports Site, **include contact information** for the person who will be available to answer questions about the roster files as they are being processed by NWEA. Also, be sure to respond promptly to calls and emails from the Technical Support team regarding questions about your district's CRF and SPF.

7. Include a Special Programs File (SPF)

Your Special Programs File (SPF) is only necessary if your district plans to disaggregate data based on special programs, such as Title I, ESL, or Talented and Gifted. This optional file is separate from the CRF, yet if you are using an SPF, it must be submitted at the same time as your CRF.

NWEA Special Programs File Template can be found here: <http://www.nwea.org/support/article/927>

Why would I use a Special Programs File (SPF)?

The Special Programs File is an optional file districts include when enrolling students through the standard Class Roster File (CRF) process. This file allows the district to specify which students are in which Special Programs for the purposes of percentage-based reporting. The SPF allows you to create reports that disaggregate your data by Special Program groups so you can see how students in each group performed on MAP assessments.

Please note: due to student privacy laws, NWEA Reports will only show aggregate, percentage-based data for each Special Program group; information about individual students is not included on reports showing Special Program data. Percentage-based reporting is frequently useful as evidence for renewing program funding.

8. Set up the MAP Test Administration Application (MAP TAA)

Once your District MAP Team has been established, you'll begin by getting ready to take sample assessments. Start by setting up the MAP Test Administration Application (MAP TAA) on a Windows-based computer with both Internet and local network access. The MAP TAA computer should be in a location that can be accessed by the MAP Coordinator, CRF Coordinator, Technical Coordinator, and proctors.

Please note: accessing MAP TAA for training purposes requires a specific training user name and password. The training user name and password are included in an email sent to your District MAP Coordinator; these credentials are different from your district-specific logins because they provide access to sample, anonymized data. If you have questions about the training user name and password, contact your Partner Relations Representative.

How to log in to the MAP Test Administration Application (MAP TAA)

1. Access the MAP Test Administration Application (MAP TAA) at the following URL: <https://map.nwea.org/taa.hta>. A dialog box appears.
2. Clicking Save will place a shortcut to MAP TAA in your default save location.
3. Clicking Run will allow you to log in to MAP TAA.

Please note: the Test Administration requires Microsoft Internet Explorer 6.0 or higher and the ability to run ActiveX.

9. Install MAP TestTaker

Once you've set up your training environment folder, you're ready to install MAP TestTaker, the software students will be using to take MAP assessments. MAP TestTaker can be installed on a Windows server or on any individual testing workstations; if you install on a server, the application must be accessible by all of the computers in your testing labs.

Please note: MAP TestTaker is available for local installation in both Windows and Macintosh environments; however, server-side installations are limited to Windows environments. Macintosh machines must install MAP TestTaker locally.

How to install MAP TestTaker

If using a PC, the MAP TestTaker installer file will be delivered inside a Zip archive, which is a file format that compresses multiple files into one for portability. The installation file must be extracted from this archive before installation. This can be done using WinZip's free utility (see www.WinZip.com for more information).

If using a Macintosh, the MAP TestTaker installer file will be included as part of an SIT archive. The installation file must be extracted from this archive before installation. This can be done using StuffIt's free utility (see www.StuffIt.com for more information).

Please note: during the installation, MAP TestTaker will ask you to specify the location of your Network Test Environment (NTE) folder. If you have not created and populated this folder with the current term's data, you can skip this step; however, MAP TestTaker will prompt you to specify this location at start-up until you have done so.

To install MAP TestTaker on a Windows-based workstation:

1. Download the MAP TestTaker application executable file for Windows by going here: <http://www.nwea.org/support/article/934>.
2. Double-click the file named MAP TestTakerInstaller to begin the installation process. The InstallShield Wizard appears.
3. Click Next. The Minimum Requirements screen appears.
4. Click Next. The Choose Destination Location screen appears. In the Destination Folder box, the default installation location appears. By default, MAP TestTaker will install to the local machine's Program Files folder. To install the application on a server, click Browse and specify a shared network location.
5. Click Next. The Choose NTE Destination Location screen appears. Click Browse to identify your Network Test Environment (NTE) folder on your network. Highlight the NTE folder and click OK. The specified path appears.
6. Click Next. A MAP TestTaker window appears confirming the location of your NTE.
7. Click OK. The automated setup process begins. Upon completion, a window reporting successful installation appears. Click Finish.

To install MAP TestTaker on a Windows-based Server:

1. Download the MAP TestTaker application executable file for Windows by going here: <http://www.nwea.org/support/article/934>.
2. Double-click the file named MAP TestTakerInstaller to begin the installation process. The InstallShield Wizard appears.
3. Click Next. The Minimum Requirements screen appears.

4. Click Next. The Choose Destination Location screen appears. In the Destination Folder box, the default installation location appears. Click Browse and specify a shared network location. Please note: the location you specify at this step should be a shared network location accessible from each Windows-based testing workstation, and should not refer to a mapped drive. The location you specify at this step is stored within a file in the MAP TestTaker installation folder called TestTkr.ini. To completely reset the NTE path being used by a MAP TestTaker installation, delete this file and re-launch the application; you will be prompted to specify the network path once more.
5. Click Next. The Choose NTE Destination Location screen appears. Click Browse to identify your Network Test Environment (NTE) folder on your network. Highlight the NTE folder and click OK. The specified path appears.
6. Click Next. A MAP TestTaker window appears confirming the location of your NTE.
7. Click OK. The automated setup process begins. Upon completion, a window reporting successful installation appears. Click Finish.

Please note: if installing MAP TestTaker in a Windows environment, once installed, the application is portable. This means that the MAP TestTaker folder in the Windows Program Files folder can be copied to another machine without having to duplicate the installation process. This can be useful in server-based installations, particularly when a district has multiple NTE folders. Note that each separate installation of MAP TestTaker will access the NTE folder referenced in its unique TestTkr.ini file.

To install MAP TestTaker on a Macintosh:

1. Download the MAP TestTaker executable file for Macintosh computers by going here: <http://www.nwea.org/support/article/934>. If downloading MAP TestTaker using Microsoft Internet Explorer for Macintosh, the file may be downloaded with an extension of .aspx. If this happens, rename the extension to .sit.
2. Double-click the file named MAP TestTaker Install. The MAP TestTaker Installation screen appears.
3. Click Continue. The Read Me screen appears.
4. Click Continue. The Installation Location screen appears. Note the location listed in the Install Location drop-down menu; this is where the application will be installed if no other location is specified. To specify a different location, click Select Folder from the Install Location drop-down menu.
5. Click Install. The Select Database screen appears.
6. Navigate to the root directory of your NTE folder. Click Select once the NTE folder is highlighted. A message reporting successful installation appears. Click Quit.

10. Prepare Your Local Testing Environment

Once you receive notice that your Class Roster File (CRF) and the optional Special Programs File (SPF) are processed, you can set up your local Network Test Environment (NTE) at each school where testing will occur. To implement MAP at each school, you will repeat the process of installing the training package, except you will be using your real data.

Create a new folder for the testing term for your district, and populate it with your Test Packages, Agency Data, and Student Data following the steps below. (Access the "NTE Each Term To-Do List" here: <http://www.nwea.org/support/article/1370> if you have set up an NTE and tested in the past.)

How to create the Network Test Environment (NTE) folder

If you are using MAP tests for the first time in one or more of your locations, or are installing the MAP training environment, you must create a data folder called a Network Test Environment (NTE), at each new site.

This folder must be shared on your network. All testing workstations will require both "read" and "write" network permissions to this folder. Once you have the NTE in place, use the MAP Test Administration Application (MAP TAA) or the NTE Administration Tool to download the three NTE data components:

- Agency Data
- Student Data
- Test Packages

We recommend that each school has its own NTE.

Please note: it is important to begin each testing term with a new, empty NTE folder. Re-using folders from previous seasons can lead to inaccurate results.

How to download test packages

To download test packages, follow these steps:

- Log in to the MAP Test Administration Application (MAP TAA).
- Select Tests > Download Test Packages.
- Click the Find Agency button and select the correct school. Click Next.
- Click Start Download when the test packages count has loaded.

Please note: the test package download may appear to "freeze" at a progress point of 1 or 2%. The tests will continue to download successfully while Windows erroneously reports no progress. The Windows System Task Manager may even report MAP TAA to be "Not Responding" even as the tests continue to successfully download.

If this happens, allow the computer to complete downloading uninterrupted. Depending on the speed of the local connection and the number of test packages being downloaded, this step may take a while.

Please note: student and agency data cannot be downloaded until you receive notification that your Class Roster File has been enrolled in the NWEA database, but you can download test packages while you wait for your CRF to be processed.

How to assign specific tests to specific schools

Test packages can take a long time to download, but you can minimize test download time by only downloading tests that are applicable for students at each school. For example, at your middle and high schools, download the 6+ math test but not the 2-5 math tests.

Follow these steps to assign specific tests to specific schools:

- In MAP TAA, select NWEA Agencies > Assign Tests to an NWEA Agency.
- Select the correct school and highlight the desired tests for download.
- Select multiple tests by holding down the CTRL key.
- Click Submit.

How to download NWEA agency data

To download NWEA agency data, follow these steps:

- Access the MAP Test Administration Application (MAP TAA) at <https://map.nwea.org/taa.hta> to begin.
- From the NWEA Agencies menu, select Download NWEA Agency Data.
- Click the Find Agency button and select the correct school. Click next.
- Click Start Download.

Please note: if you have not previously established the location of your Network Test Environment (NTE) folder, you will be prompted to do so. Like all actions involving your NTE folder, you must have proper local network permissions to complete this action.

How to download Student Data

To download student data, follow these steps:

- Log in to the MAP Test Administration Application (MAP TAA).
- Select Students > Download Students. Click Next.
- Click the Find Agency button and select the correct school. Click Next.
- Click Start Download when the student count has loaded.

11. Optional: Install MAP for Primary Grades Audio Files and the Collector Application

MAP for Primary Grades assessments are an enhanced audio version of our standard MAP assessments requiring some unique installation and setup steps. Follow the steps below to install the MAP for Primary Grades audio files and the Collector application. The Collector is a program that gathers student interaction data collected by MAP TestTaker. This program will search through your NTE database, locate the student interaction data, and collate the data into a single text file.

MAP for Primary Grades Audio Files

Download the audio files needed to administer the MAP for Primary Grades tests from the secure downloads area located here: <https://reports.nwea.org/DownloadLogin.aspx>. The Audio files are delivered in a file called Audio.exe which will extract the files to your Network Test Environment (NTE) folder. Downloading MAP for Primary Grades Audio Files requires a user name and password. If you do not know your user name and password, contact your district's MAP Coordinator.

How to download and install the MAP for Primary Grades audio files

To download and install the MAP for Primary Grades audio files, follow these steps:

- Download the audio files, saving them into the root folder of your NTE (for example: \\NTE). The audio files are available in our secure Downloads area and require a valid user name and password to access. (For clients that prefer to order media on a CD, select the link to Order Primary Grades Audio Media. Information regarding where the media should be sent will need to be entered. You will receive a confirmation email of your order.)
- Be sure to download and install the Audio files sequentially to get a full set of the latest audio files, Audio Files Version 1.2. Extract version 1.2 if this is the first time you are downloading audio files. Or, if you previously installed Version 1.1, you will only need to install the upgrade from Version 1.1 to 1.2.

- The extracted audio files must be stored in the Audio directory at the root level of each school's NTE where MAP for Primary Grades testing will be done (for example: \\NTE\Audio\).
- You know you have all the files needed for fall 2008 testing if there are more than 19,000 mp3 files in that directory when you've completed the file extraction process.

In Windows environments:

- Copy the Audio.exe file into the root folder of your NTE (for example: \\NTE)
- Double-click the Audio.exe filename.
- Accept the default entries, and click Unzip. The Audio.exe file will create a new folder (or use the existing folder) at the root of your NTE called Audio. It will place the MAP for Primary Grades mp3 files in this directory.

In Macintosh environments:

- Open StuffIt Expander. (StuffIt Expander is a free, third-party extraction utility.)
- Drag the Audio.exe file on to StuffIt expander.
- Specify your NTE folder as the extraction location. The Audio.exe file will create a new folder at the root of your NTE called Audio. It will place the MAP for Primary Grades mp3 files in this directory.

Please note: if your district administers MAP with Spanish Audio assessments, there may already be a directory named Audio at the root of the NTE. If this is the case, leave the existing audio files alone; running the MAP for Primary Grades Audio.exe file will update this directory by adding the new mp3 audio files.

Please note: the Audio.exe file may be saved for populating other NTE folders, or restoring existing NTE folders as needed.

12. Optional: Install Spanish Audio Files

Students taking the MAP for Mathematics with Spanish Audio tests view test questions in English and hear the questions read to them in formal (Castilian) Spanish. Once a district is licensed for the MAP for Mathematics with Spanish Audio tests, a CD containing the audio files is shipped to the district's MAP Coordinator.

How to install audio files for MAP for Mathematics with Spanish Audio tests

If you have not received the CD containing the Spanish audio files, contact your Partner Relations Representative at 503-624-1951.

1. Insert the CD into your CD drive.
2. Copy the Audio folder from the CD into the root folder of the NTE to create an \\NTE\Audio directory structure with all the .wav audio files in this one location.
3. Overwrite existing Audio folders and files if prompted. Verify that the audio files were placed in the correct location.
4. Verify the audio files work by starting MAP TestTaker. Select one of the Math Spanish Sound tests and select a student.
5. Start the test. A sound icon should appear on the upper left-hand portion of the screen within the first half dozen or so questions*. Click on the sound icon when it appears.
6. Use the Proctor Administration Menu to terminate the test and select "No Resume."
This will prevent test scores from being recorded on the report.

Please note: if the sound icon does not appear in at least one of the first six questions, check the location of the NTE and verify that the Audio folder is shown as \\NTE\Audio\. If it is not found, follow the steps above to re-copy the Audio directory. If you still experience difficulties, please contact our Technical Support Team at 877-469-3287.

* Remember to provide headsets for students taking the audio tests to minimize distraction to other students taking tests in the same computer lab.

13. Discuss Test Administration Logistics with Teachers and Proctors

A few weeks before testing begins, school administrators, teachers, and proctors should plan out assigned seating arrangements for each class and processes for tracking testing progress. Items to consider include the following:

- Plan ahead for students with special needs. It may be necessary to test some students in small groups or alone.
- When creating a seating chart, determine where students should sit in the testing area to maximize their testing potential, keeping in mind distractions such as proximity to the door, windows, and fellow students.
- Remind the school administrator and/or office staff to make any pre-determined bell accommodations for testing days and to hold PA announcements to a minimum.

Suggestions for test administration logistics

Before teachers bring their class to the computer lab, proctors will need to set up each testing workstation by selecting the correct test and student in MAP TestTaker. Teachers and proctors should work together to create seating charts for each group of students who will be entering the lab.

One option is to have the teacher put every student's name on an index card in large print, group each class set together, and give it to the proctor with a card that includes the teacher's name and grade. Write on the back of each index card, or place a label on the back of each index card with the different subjects that will be administered; for example, mathematics, reading, and language usage. As students take the test, a check mark can be placed by the subjects they have taken. This will provide an easy check for students who may need to take a make-up test.

Number each computer station and then assign students by numbering each class list to correspond with the computer numbers. Another option is to arrange the index cards in the order the students are to sit in the lab.

Number the computers by writing large numbers on heavy stock paper and taping the paper to the top of the monitor to cover the screen. There are several advantages to have the screen covered in this manner:

1. It provides clearly visible computer numbering.
2. It will block the Start Test button on the screen and give the proctor better control at the start of testing.
3. It offers privacy for students as their RIT scores are displayed at the end-of-test screen.
4. It will alert proctors and teachers when a student is finished testing (by folding the paper back over the screen).

What test accommodations and modifications are allowable for Special Education Students?

In order to obtain a valid score, Reading/Language Usage questions cannot be read to any student, including English Language Learners (ELL) and students with an Individual Education Plan (IEP). If a student's Individual Education Plan strictly requires that the student can have all questions read to them on any type of assessment, the proctor should invalidate the test. With the Science and Math tests, students with an IEP may have the test read to them without invalidation. For all students, specific words may be pronounced for them on the Science and Math tests only, but proctors must be careful not to inadvertently guide students to the correct answer. Numbers and symbols cannot be pronounced.

14. Verify Computer Labs are Ready for Testing

The workstations where students will be taking MAP assessments will need to have access to the MAP TestTaker application, whether it is installed on a local machine or on a local server. Each workstation will also need both "read" and "write" access to your local Network Test Environment (NTE) folder.

Preparing the computer lab for testing

After you have installed the MAP components needed for testing—the MAP Test Administration Application (MAP TAA), MAP TestTaker, and your Network Test Environment (NTE) folders—check your computer lab to determine if there are any additional preparation steps that need to be addressed. Items to consider include the following:

- Check the testing schedules. Does the lab have enough computers to accommodate all classes? If there are not enough computers, some creative scheduling may be necessary. There is no problem with bringing students from different grade levels together for a testing session as long as each student is assigned the correct test.
- Test all machines to ensure everything is working properly, including headphones and audio files (if applicable).
- Clean all computer screens for better viewing, check to make sure the screen resolution is set to 800 x 600, and take measures to reduce the glare on the computer monitors.
- Verify that the date is set correctly on all workstations. MAP TestTaker uses the date stamp from the local workstations, so if the date is incorrect, it could adversely affect reports.
- Make sure the lab is equipped with appropriate testing materials, including a "Do Not Disturb" sign to hang on the lab door while testing is in progress, copies of the student directions to be read before each test, sharpened pencils, erasers, and scratch paper. Hand-held calculators are not permitted on any MAP test. When a calculator can be used for an item, one will appear on the screen.
- If space is limited, consider having clipboards available with the scratch paper attached to provide a hard surface for writing. Another space-saving idea is to set the keyboard on top of or beside the computer and to instruct students to use the mouse for taking the test.
- Other room preparations include making sure power cords are secured to avoid power loss and removing any posters or board information that would aid students as they take tests.

15. Create, Retrieve, and Distribute Employee Logins

District staff will need MAP employee accounts to set up your local testing environment, administer tests, and access reports.

Employee Account Creation

The district MAP Coordinator account provides the highest level of access for the district. This account is created by NWEA. Once the MAP Coordinator has a user name and password, he or she can create employee accounts for the district Technical Coordinator, the CRF Coordinator, school administrators, and proctors.

NWEA creates one proctor employee account for each school. MAP Coordinators or school administrators can create additional proctor accounts as needed.

The district's Class Roster File (CRF) defines which teachers will receive reports and what the reporting groups are. Including teachers in the roster file is the only way to generate a Teacher employee account that enables teachers to log in to the Reports Site to retrieve reports for their classes. Teacher accounts cannot be added or modified in MAP TAA; however, a teacher can change his or her account password on the Reports Site.

How to create a School Administrator account

School Administrator employee accounts can be created by the MAP Coordinator to allow access to teacher logins and reports, school-level reports, and to administer proctor logins for a specific school.

1. Log on to the MAP Test Administration Application (MAP TAA) using a MAP Coordinator user name and password.
2. From the left-side navigation menu, click Employees > Add New Employee. The Add New Employee screen appears.
3. Fill in the blanks to specify the employee's name, ID, user name, and password.
4. In the Position drop-down list, select School Administrator.
5. For both the Works at Agency and Security Level fields, click the Find Agency button. In the pop-up window, click the + button next to the district name to display a list of schools. Select the appropriate school and click the Submit button. Be sure to select the same school for both fields.
6. Highlight the necessary permissions in the Available Permissions list box and use the > button to move the selected permissions to the Assigned Permissions list box. Below is a list of typical permissions assigned to a School Administrator:
 - View NWEA Agency
 - Assign Tests to an NWEA Agency
 - Add New Employee
 - Modify Employee Security
 - View Employee Security
 - Delete Test Packages
 - Delete Students

- Delete NWEA Agency Data
 - Add New Student
 - Modify Student Profile
 - View Student Profile
 - View Quick Reports
 - Upload Test Results
 - Download Test Packages
 - Download Students
 - Proctor Tests
 - Download NWEA Agency Data
 - Locate Student
7. When all the employee data is entered, click the Submit button.

Please note: if your district intends to use the School Administrator account to also proctor tests, the district's Agency Data will need to be re-downloaded to the Network Test Environment (NTE) folder before using the new account to access MAP TestTaker.

How to create a Proctor account

NWEA creates one proctor login for each school. MAP Coordinators or School Administrators can create additional proctor logins as needed. Create a new Proctor account using the following steps.

1. Log on to the MAP Test Administration Application (MAP TAA) using a MAP Coordinator or School Administrator user name and password.
2. From the left-side navigation menu, click Employees, then Add New Employee. The Add New Employee screen appears.
3. Fill in the blanks to specify the employee's name, ID, user name, and password.
4. In the Position drop-down list, select Proctor.
5. For both the Works At Agency and Security Level fields, click the Find Agency button. In the pop-up window, select the appropriate school name and click the Submit button. If you are logged in with a MAP Coordinator user name and password, you will need to click the + button next to the district name to display a list of schools. Be sure to select the same school for both fields.
6. Highlight the necessary permissions in the Available Permissions list box and use the > button to move the selected permissions to the Assigned Permissions list box. Below is a list of typical permissions assigned to a school proctor:
 - View NWEA Agency
 - Add New Student
 - Modify Student Profile

- View Student Profile
 - Upload Test Results
 - Download Test Packages
 - Download Students
 - Proctor Tests
 - Download NWEA Agency Data
 - Locate Student
7. When all the employee data is entered, click the Submit button. Agency data will need to be downloaded into your NTE folder before using the new proctor login to access MAP TestTaker.

Retrieving School Administrator and teacher user names and passwords

District MAP Coordinators have permissions to retrieve user names and passwords for all School Administrator and teacher accounts in the district. School Administrators have permissions to retrieve user names and passwords for the teacher accounts at their school.

1. Log on to the Reports Site using a MAP Coordinator or School Administrator user name and password.
2. From the left-side navigation menu, in the Online Reports section, click the link for Logins and Teacher Reports.
3. Select the appropriate district or school and the term from the drop-down lists.
4. Click the Show Passwords checkbox so that it is checked.
5. Click the Get Logins button. The data displays in a table format, organized by school (if using a MAP Coordinator account). The table shows the name of the teacher or School Administrator; the login (or user name); position; and password.

How to retrieve Proctor user names and passwords

District MAP Coordinators have permissions to retrieve user names and passwords for all Proctor accounts in the district; School Administrators have permissions to retrieve user names and passwords for the proctor accounts at their school.

1. Log on to the Reports Site using a MAP Coordinator or School Administrator user name and password.
2. In the left-side navigation menu, in the Online Reports section, click the link for Enrollment Summary. The Enrollment Summary report displays a list of the student count, tests assigned, and Proctor user names and passwords for each school. The data reflect the currently enrolled roster files.
3. Click the Export to Excel button to export the data to a Microsoft Excel file for easier distribution of the username and password information.

16. Prepare Students for MAP Testing

Before your test window begins, teachers should spend a few minutes talking with students about the purpose of the MAP tests and the specifics of how the tests work.

We recommend showing your students the *MAP Student PowerPoint Presentation* (located here: <http://www.nwea.org/support/article/970>) prior to testing.

Students taking the MAP for Primary Grades assessments may prepare with the *Online MAP for Primary Grades Test Warm-Up* located here: <http://www.nwea.org/support/article/1215>. This shows students how to interact with the test.

There are also two downloadable versions of the Test Warm-up:

One for Windows located here: <http://www.nwea.org/support/article/974> and

One for Macintosh located here: <http://www.nwea.org/support/article/976>.

How to discuss MAP assessments in the classroom

Prior to their first MAP test, talk to students about what to expect. Discussion points include the following:

- Talk about the purpose of MAP testing. The test results will show teachers how well students are performing so teachers can best help their students in class. It will also help teachers know about what each student should be working on to improve the most.
- The MAP test builds a unique test for each student. The computer displays one question at a time on the screen. Students select an answer using the mouse or the keyboard. The difficulty of the test will adjust based on how the student performs on the questions. MAP will build a test that is specific to each student.
- Students are not expected to know the answer to every question.
- Students cannot skip items, and they cannot go back.
- Students may change an answer as many times as they like, but once they have clicked the Go On button or pressed the Enter key on the keyboard, the answer cannot be changed.
- The tests are not timed, but students need to work productively.
- Students should use their best test-taking skills. Review test-taking skills with students: sounding out familiar words, looking for root words, using prefixes and suffixes, looking at surrounding text for clues, reading directions and an item completely, and eliminating wrong answers.

Before taking your class to the computer lab, teachers should discuss the following with students:

- Find out if students are comfortable using the mouse, keyboard, scroll bars, and a pop-up calculator. If they are not, you might need to schedule a time to familiarize students with the lab and computers.
- Tell students about the assigned seating arrangement in the computer lab.
- Remind students that they cannot use textbooks, other materials, or hand-held calculators during the test.
- Discuss the importance of listening to the proctor's directions before beginning the test.

Remember, teachers are vital to the testing process. Students generally do better in testing situations when their teacher is positive and encouraging.

17. Begin Testing

It is important to monitor students during testing. Proctors have some general duties that need careful attention. Teachers will help with many of these responsibilities while they are in the lab with their class.

Teacher and Proctor Duties on Testing Days

Teachers:

- Remind students to go to the restroom and get a drink prior to test time.
- Have students bring a book to read or an assignment to complete when they have finished testing.
- Make every effort to get classes to the lab on time for their designated time slot.
- As students enter the lab, help the proctor ensure that each student is seated at his or her assigned computer.
- Do not hover over students because it might make them nervous.
- Remain in the lab with the students throughout the testing session. Teachers are a second set of eyes and ears for the proctor. This also models the importance of the test to the students.

Proctors:

- Set up test workstations with the correct test and student before each group arrives at the lab. Be sure to reference the seating charts you and the teacher created so students take the test under the correct student testing account.
- Bring each workstation to the Start Test screen in MAP TestTaker. This screen shows the student's name, which will help students find the right seat. The name of the selected test also appears at the top left of the Start Test screen so you can verify the workstation is set up with the correct test.
- When students have been seated in their assigned seats, read the Student Directions for the test that will be administered and ask students if they have any questions before the test begins.
- Record student absences so those students can be scheduled for a make-up test session. If a student is absent, exit his or her test via the Proctor Administration Menu; press Ctrl+Shift+P (Windows) or Apple+Shift+P (Macintosh), and click the Terminate button.
- Observe and monitor students. Be aware of student progress during the test. If necessary, advise students moving too slowly to continue to make progress, or students moving too quickly to pay careful attention to the items.
- Monitor for books and talking. Students should not have access to reference books or other instructional materials during the test, nor should there be any visiting.
- Student questions. No portion of the language usage or reading tests can be read to any student, including Special Education students, English as a Second Language students, or students on IEPs. Words on the mathematics and science tests can be pronounced for any student. Symbols cannot be read or explained, words cannot be defined, and hints or clarifications cannot be given.
- Record student scores. When students finish the test, they should raise their hands. Go to the student's computer and either print the final score screen or record the final RIT and goal ranges displayed on the screen.
- As students finish their tests and are dismissed, the proctor will set up the lab for the next group of students.
- When testing is finished for the day, exit MAP TestTaker on all machines. Upload all data to NWEA if this is one of the proctor-designated responsibilities. Secure both the computer lab and passwords, and do anything necessary to get ready for the following day.

General reminders:

- Protect the proctor password. Be careful that students do not see or hear the proctor's password, either when logging on at the beginning of the testing session or when it is necessary to access the Proctor Administration Menu (Ctrl+Shift+P on Windows; Apple+Shift+P on Macintosh). Do not leave the password written on anything the students may find.
- Provide a comparable test environment for all students. Ensure the same information is given to all students.
- MAP tests are not timed. Every student should be allowed sufficient time to complete the test.
- Choosing answers. If a student struggles with the mouse to select answers, the up and down arrow keys or the keyboard letter/numbers can be used.
- Breaks. If students, especially younger ones, need a "wiggle" or water break, it is allowable. Access the Proctor Administration Menu (Ctrl+Shift+P on Windows; Apple+Shift+P on Macintosh) and leave the blue screen up. When the student returns, click the Close button and enter the proctor password. When a test is resumed, the test will return to the same question number but it will display a different item.
- Display problems. If an item does not display correctly, try refreshing the screen by pressing Ctrl+Shift+R on Windows or Apple+Shift+R on Macintosh machines.
- Item problems. If there is a problem with any test item, such as missing answers, questions, or instructions, try refreshing the screen. If this does not work, record the following information and submit a Problem Item Report to NWEA: (1) the name of the test being administered, (2) the item number found in the upper right corner of the item screen, and (3) a description of the problem.

18. Upload Test Results Daily

Test results can be uploaded to NWEA using either the MAP Test Administration Application (MAP TAA) or the NTE Administration tool.

How to upload test results using MAP TAA

When a student takes a test, their test score is stored on your local server. To see the test results on reports, transfer test results for all students to the NWEA server by uploading.

Upload the test results from your local server to the NWEA server using the MAP Test Administration Application (MAP TAA) by following these steps:

Please note: During the upload, you cannot perform other functions, such as administer a test.

- On the left side of the window, click Tests > Upload Test Results.
- In the Upload Test Results window, note the agency that appears in the NWEA agency box, such as your school district or your school. What appears in the NWEA agency box depends on the user name and Password used to log into the MAP TAA web site. If you want to upload test results for only one school and that school's name does not appear in the NWEA agency box follow these steps:
 - Click Find Agency. If you try to expand your agency and you return to the previous screen (Upload Test Results), verify that your Internet Options settings has Every Visit to the Page selected. Refer to the related issue below for detailed instructions.
 - Click + to the left of the agency name.
 - Select the desired school or agency name.
 - Click Submit. The selected agency is now displayed in the agency box in the Upload Test Results window.

- After the desired agency is displayed on the Upload Test Results window, click Next.
- When you see the Upload Test Results Confirmation window, click Start Upload. If you do not want to upload, click another menu item.
- As it uploads the test results, the program shows a progress bar in the Upload Results message box. If there are no test results to upload, you receive the message: "There are no test results to upload." Click OK to close the message window.
- Click OK when the Upload Results window opens.

Your district's MAP Coordinator will receive an email confirming a successful merge of your test results. Do not download agency data, student data, or test packages until this email has been received.

Please note: after the test results are successfully uploaded, your test results reside in your local NTE folder as well as in the NWEA database.

How to upload and download data using the NTE Administration software

After you have set up the NTE Administration Tool for the first time and created the file share location for the school, you are ready to transfer files between NWEA and the school as follows:

Selecting Schools

- In the NTE Administration window, you can choose any or all of the schools in the list to perform multiple downloads or uploads.
- To choose individual schools, select the check box next to the school(s) listed in the School column of the NTE Administration window.
- To choose all schools, click Check All. This does not include a school that does not have a file share location designation.
- To clear the check boxes for all schools, click Uncheck All.

Downloading Files

To download files from NWEA to one or more schools:

- After you select the school or schools to which you want to download data, in the File Actions area, select Download.
- Select the check box next to each file type that you want to download. You can choose multiple selections for download.
- Click Start. The Progress window opens. When the download has completed, the Last Action and Result columns of the NTE Administration window indicate the action performed and the status.

Uploading Test Results

To upload test results from a school to NWEA:

- After you select the school(s) to which you want to upload test results, in the File Actions area, select Upload Test Results.
- Click Start. The Progress window opens. When the upload has completed, the Last Action and Result columns of the NTE Administration window indicate the action performed, the date it was performed, and the status (for example, succeeded or failed).

19. Access Reports During Testing

Preliminary data is available on the NWEA Reports Site 24 hours after test results are uploaded to NWEA, including teacher, class, and grade reports.

How to access online reports

Teacher and class reports are available on the NWEA Reports Site as PDF documents. If you do not have Adobe Reader installed on your computer, a link to the free download on Adobe's web site is available on the left navigation menu of the Reports Site.

To access your reports:

- Visit the NWEA Reports site and enter your user name and password. If you don't know your user name and password, contact your District MAP Coordinator.
- Select the report you want to view from the list of Online Reports in the left navigation menu.

20. Declare Testing Complete

To receive summary calculations on your End-of-Term reports, you must declare that you have completed testing by officially closing your test term window. After students have finished testing and you have uploaded all test data to NWEA, follow the instructions below to close your test window.

How to change or close your Test Term Window

Please note: a district's Test Term Window may only be modified or closed by the District MAP Coordinator.

Modifying Test Window Dates

You can adjust test windows that have not yet been closed (declared complete). If you need to modify dates for a test window that has been declared complete, contact Technical Support at 877-469-3287.

To modify your test window dates, log on to the NWEA Reports Site and click the Test Term Progress link on the left navigation menu. Click on either the start date or end date to modify the test window.

Remember to adjust the dates at both the school and district level. The names of the schools and district are listed in alphabetical order, so the district will not necessarily be listed at the top. Schools can have their own testing window, but the district test window must be a superset of the testing dates for all schools within the district.

You can also use the Test Term Progress page for troubleshooting missing test results. If you know tests have been uploaded, but they do not appear on reports, check to see if the test dates are outside the dates for the test window.

Closing the Test Window (Declaring Testing Complete)

To declare your test window complete, log on to the NWEA Reports Site and click the Declare Testing Complete link on the left navigation menu. Select the testing term from the drop-down menu, enter the date testing was completed, and click the Declare Testing Complete button. District and summary reports and data on district averages will be available on the Report Order the day after the test window has been declared complete.

21. **Optional: Email Activity Files from the Collector Application**

The Collector application is software used in conjunction with MAP for Primary Grades. The application captures additional data about students' interactions with these assessments. Once testing is complete, run Collector specifying your NTE folder, and submit the resulting file to NWEA.

Where do I send my MAP for Primary Grades Activity File?

Please send your MAP for Primary Grades Activity File to ActivityFiles@nwea.org. Please indicate the name of the school in the subject line.

22. **Order End-of-Term Reports**

MAP Coordinators and School Administrators can use the online Report Order page of the NWEA Reports Site to request school- and district-level reports. While these reports can be ordered at any time during the testing season, this collection of reports is often referred to as the End-of-Term Ordered reports because if the district's test window has been closed (declared complete), district and school summary reports are available in addition to the other reports that are part of this collection.

Ordered Reports can be requested via the NWEA Reports Site as often as is needed at no additional cost. Reports are available for download within 72 hours of the order submission.

How to order End-of-Term Reports

End-of-Term Reports are reports that contain assessment results from district-level and school-level perspectives. Because they take into account the entire testing season, testing must be declared complete prior to ordering. End-of-Term Reports may be ordered no sooner than 24 hours after the District MAP Coordinator has officially declared the testing season (also referred to as the Test Term Window) complete. By default, every End-of-Term Reports order comes with the Data Text File Report, which is a text file containing the raw scores for all students assessed during the Test Term Window.

To order End-of-Term Reports:

1. Log on to the NWEA Reports Site with a properly enabled account.
2. Click Order Reports from the navigation menu.
3. Fill in the report order form by specifying the following:
 - o Report Order Step One. This step allows you to choose the organization level of the data in the reports. If you choose District Level (the default), then the reports will be large, and will contain all the data in your district, organized in school order within each report. If instead you order these reports for all schools in your district, by clicking the second option, then a separate report package will be produced for each school in your district. Each package will have its own order number, and each will contain the reports you have chosen in the last step, with the same options for all. If you want reports to be produced for one or some schools, but not all, then click the last option in this step. The box containing the list of schools in your district will become active, so you can click and drag through the schools for which you want reports produced. If you want to include non-contiguous schools on the list, hold down the Control button, then click additional school names with your mouse pointer.

- Report Order Step Two. Select the Term you wish to order the report for by clicking on the Radio Button in the appropriate row. If the selected term is prior to the fall term of the previous academic year, only the growth reports will contain data. Any other reports that may be ordered will be blank. If you choose a term within the previous or current academic year, the selected term will be the ending term for growth reports. An exception to this would be the Achievement Status and Growth Target Class Report where the selected term would be the starting term.
- Report Order Step Three. Check the box if you would like Goal RIT Ranges displayed instead of the Goal Range Descriptors ('Hi', 'Av', or 'Lo'). These goal ranges may help in identifying the curriculum areas the student is ready for by cross-referencing the goal RIT range with NWEA's Learning Continuum documentation.
- Report Order Step Four. If you are ordering reports, you may choose an optional grouping category. Optional grouping can be chosen to superimpose an additional group, with its own summary section, on the report. For example, if you choose an optional group of 'Gender', then the last grouping before the individual record will be that of the gender of the student. Females will appear as a group before Males. Each group will have a summary section so that the overall performance of Females can be compared to that of Males. Special program grouping is only reflected in the summary reports.
- Report Order Step Five. Check this box if you would like summaries to be displayed despite a student count of less than ten. Be advised that summaries from such small data sets are not reliable and should not be used to make curriculum decisions for the student group.
- Report Order Step Six. If desired, please enter additional email addresses, separated by semicolons, to which notification should be sent of report completion, e.g., scott@nwea.org or scott@nwea.org; paul@nwea.org; john@nwea.org. This entry will not be recorded by NWEA. The next time you order reports, you will need to again enter these additional email addresses. To change the default email addresses, please contact your Partner Relations Representative at 503-624-1951.
- Report Order Step Seven. After choosing a term, select at least one report from the list below to be included in the report zip. Click and drag your mouse pointer through the reports you want to select. Use the Ctrl key to select noncontiguous reports. If you do not choose a report, the Grade Report by Student Name will be included.

4. Click Submit Order. The Report Order Confirmation window appears. You may print this page for your records.

End-of-Term Reports are ready for retrieval within 72 hours of placing your order.

23. Download and Print your End-of-Term Reports Package

When your report order is ready, follow the steps below to download the report package from the NWEA Reports Site, and to install the Crystal Reports Viewer so you can print reports. Please note that Crystal Reports Viewer must be installed on a Windows machine.

How to retrieve End-of-Term Report Orders

If the End-of-Term Report Order you placed is ready for viewing, use the following steps to download the reports from the NWEA Reports Site.

Visit the NWEA Reports Site.

1. Type your user name and password and then click Login.
2. On the left, in the Actions area, select Retrieve Reports.
3. Find the term for which you ordered reports and click Ready.
4. In the File Download window, select Save.
5. In the Save As window, find and select a location to save the files and then click Save.
6. In the Download Complete window, click Close.

How to install the NWEA Crystal Reports Viewer

Please note: You can install the Crystal Reports Viewer only on computers that have a Windows operating system.

1. Log on to the Reports Site.
2. Select the Crystal Reports Viewer link from the left-side navigation.
3. In the File Download window, click Save.
4. In the Save As window, browse to the Desktop, and then click Save.
5. After the download is complete, find the CRWRT.zip file on the Desktop.
6. Extract the files from the CRWRT.zip file by right-clicking and selecting Extract. The Windows extraction wizard appears. Please note: any software able to open *.zip archives, such as WinZip, may be used for this step. After extraction, you will have a new folder called CRWRT.
7. Open the CRWRT folder, and then double-click on the CRWRT subdirectory.
8. Find setup.exe and double-click to start the installation. Please note: By default, the program will install to C:\Program Files\Seagate Software\Distributed Reports.
9. After the installation is complete, you can open a Crystal Report, which are the reports that you order on the Reports Site.

Please note: you do not need to repeat the Crystal Reports Viewer installation unless you view the reports at a different computer or the operating system is reinstalled on your computer.

How to view and print reports with the NWEA Crystal Reports Viewer

Please note: viewing and printing reports with the NWEA Crystal Reports Viewer requires that the NWEA Crystal Reports Viewer first be installed on your Windows-based computer. In addition, your computer must be able to extract files from the Zip file format; most versions of Windows are able to do this natively, and there are also free Zip extraction utilities available such as WinZip.

1. Navigate to the .zip folder that you retrieved from the reports Web site. For example, browse to Rpt_Pkg_BOT2_your_order_number.zip
2. Right-click on the file and select Extract.
3. Specify an extraction location.
4. Find the *.exe named after the report you want to view and double-click; this file has a blue clock icon and has a file type of application with the .exe extension.
5. In the window that opens, click Window Styles and select every check box.
6. In the Has Zoom Box with Default Level list, select 100%, and then click OK.
7. Click Print.
8. To print from the screen, follow these steps:
 - o On the Preview tab, click the + and - to select the report you would like to print.
 - o Click the printer setup icon, which is the printer with a wrench.
 - o Except for the Individual Student Progress Report, in the Orientation area, select Landscape, and then click OK.
9. Click the printer icon on the toolbar, which is the printer without a wrench, and then click OK.

24. Schedule Time to Review MAP Data with Staff

Celebrate successes and document ways for improving your testing processes. Brainstorm how to use the test results data to plan for instruction, and work with your district leadership team to identify training and resource needs to support teachers' use of data.

25. Contact NWEA to Update Records if People in Key Roles Change

NWEA wants to be sure we are communicating with the appropriate people on your staff throughout the various phases of your testing season. Please let us know about changes in staff or contact information for your MAP Team, including the MAP Coordinator, CRF Coordinator, or Technical Coordinator.

How to update your district's contact information with NWEA

To verify that NWEA's contact records for your district's MAP Team are up-to-date, call your Partner Relations Representative at 503-624-1951. If you simply want to provide us with your new information, you can contact our Tech Support team by calling 877-469-3287 or emailing TechSupport@nwea.org.